JOB DESCRIPTION

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| **JOB DETAILS** | |
| **Job Title** | Ophthalmic Technician |
| **Reports to** | Clinical Nurse Manager |
| **Band** | 3 |
| **Department/Directorate** | Ophthalmology – Surgery Division |

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| **JOB PURPOSE** |
| * To provide technical support for Ophthalmology Clinics including consultant and practitioner clinics and virtual diagnostic reviews. * Clinics will be held at The Centre of Excellence for Eyes at The Nightingale Hospital, with training clinics provided at Wonford and Heavitree. * Cross cover on other Ophthalmology sites in Exeter and Axminster will be required on occasion. * To undertake digital stereoscopic optic disc photography * To undertake Optical Coherence Tomography testing * To undertake automated Humphrey visual field assessment * To undertake visual acuity assessment using LOGMAR. * Administering eye drops for ocular examination * Perform intra ocular pressure readings using eyecare equipment * To contribute to the safe, efficient and smooth running of Ophthalmology clinics providing assistance-to the other technicians within the unit. * Cleaning and maintaining clinical areas * To provide support for patients and carers. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| * Working within The Centre of Excellence for Eyes to provide technical support for Ophthalmology patients. * To increase the capacity within the Ophthalmology services to reduce backlog to ensure patients are seen in timely manner. * Work with all staff across the West of England Eye Unit to maintain standards of care for ophthalmic patients. |
| **KEY WORKING RELATIONSHIPS** |

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| **ORGANISATIONAL CHART** |
| Clinical Matron  Clinical Nurse Manager    Ward Sister / Charge Nurse  Registered Nurses  │  **Post holder** |
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| * Working within The Centre of Excellence for Eyes Outpatients Department to provide technical support for Ophthalmology patients. * To increase the capacity within the Ophthalmology services to reduce backlog to ensure patients are seen in timely manner. * Work with all staff across the West of England Eye Unit to maintain standards of care for ophthalmic patients. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| * Effective communication with multi-disciplinary team, including Consultant Ophthalmologists, Ophthalmic practitioners within WEEU, administration staff, in order to facilitate the safe care of the patients. * Communicates with people in a manner which is tailored to the individual’s needs. * Create a climate of trust and establish partnerships with patients. * Maintain confidentiality, preserve privacy and dignity, provide a legal record of care. |
| Quality and Management |
| * Participate in maintaining National, Trust and Unit standards of patient services. * Contribute to the implementation of improvements to working practices. * Participate in improvements and changes within the Unit, the Directorate and Trust. * Be aware of and work within the Health and Safety policies and procedures. * Maintain a professional manner and appearance at all times.   Assume accountability for practice and maintain highest standards |
| **PLANNING/ORGANISATIONAL SKILLS** |
| * To take part in regular performance appraisal. * To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling. * To contribute to and work within a safe working environment. |
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| **POLICY/SERVICE DEVELOPMENT** |
| * When requested participate in Public and Patient involvement to examine and improve services, health information and communication. Addressing the issues of impact of disease, treatment, patient expectations and quality of life. * Assess, maintain and promote the health, safety and security of self, patients and staff within the unit. * Identify own training needs Keep mandatory training updated |
| **FINANCIAL/PHYSICAL RESOURCES** |
| * Participate in controlling the use of resources within budgetary limits |
| **HUMAN RESOURCES** |
| To take part in regular performance appraisal  To undertake any training required in order to maintain competency including mandatory training, i.e. Fire, Manual Handling  To contribute to and work within a safe working environment  The post holder is expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection |
| **INFORMATION RESOURCES** |
| * Contribute to the collection, recording and storage of information. * Maintain accurate documentation according to National, Trust and Department standards. * Maintain with support people’s equality, diversity and rights, in providing a shared care service within the Eye Unity setting and in community settings, allowing accessibility to the service.   Challenge behaviour that infringes the rights of others, and report breaches |
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| * Participate in maintaining National, Trust and Unit standards of patient services. * Contribute to the implementation of improvements to working practices. * Participate in improvements and changes within the Unit, the Directorate and Trust. * Be aware of and work within the Health and Safety policies and procedures. * Maintain a professional manner and appearance at all times.   Assume accountability for practice and maintain highest standards |
| **PHYSICAL SKILLS** |
| Ability to move trolleys, patients in wheelchairs and other necessary equipment will be required. |
| **PHYSICAL EFFORT** |
| The job requires moderate physical effort including sitting, standing, lifting, pulling, pushing, manoeuvring, using mechanical aids on a daily basis. |
| **MENTAL EFFORT** |
| * Contribute to the development of professional knowledge and skills of other staff within the team. * Develop own knowledge and practice in accordance with a personal professional development plan (PPDP). |
| **EMOTIONAL EFFORT** |
| The postholder will respond to concerns and questions from a wide range of people who may be anxious and distressed relating to their condition and treatment. |
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| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
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| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

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| **Job Title** | Ophthalmic Technician Band 3 |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  GCSE (OR equivalent) English, Mathematics, grade A-C  Good General Education  NVQ 3 qualification/or equivalent. | E  E  E |  |
| **KNOWLEDGE/SKILLS**  OCT Imagining  Humphrey visual field testing  Comprehensive PC Skills | D  D  E |  |
| **EXPERIENCE**  Experience of imaging/ photographic techniques  Experience of working with patients in hospital setting.  Experience of working directly with general public | D  D  E |  |
| **PERSONAL ATTRIBUTES**  Excellent communication skills  Professional Attitude  Ability to liaise with multi-professional team  Ability to organise own workload.  Able to work as a team member. | E  E  E  E  E |  |
| **OTHER REQUIREMENTS**  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required. | E  E |  |

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|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y/N |  |  |  |  |
| Exposure Prone Procedures | Y/N |  |  |  |  |
| Blood/body fluids | Y/N |  | Y |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y/N |  |  | Y |  |
| Respiratory sensitisers (e.g isocyanates) | Y/N |  | YYYYY |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | Y/N |  | Y |  |  |
| Animals | Y/N |  |  |  |  |
| Cytotoxic drugs | Y/N |  | Y |  |  |
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| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y/N |  |  |  |  |
| Noise (over 80dBA) | Y/N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | Y/N |  |  |  |  |
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| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y/N |  |  |  | Y |
| Heavy manual handling (>10kg) | Y/N |  | Y |  |  |
| Driving | Y/N |  | Y |  |  |
| Food handling | Y/N |  | Y |  |  |
| Night working | Y/N |  |  |  |  |
| Electrical work | Y/N |  |  |  |  |
| Physical Effort | Y/N |  |  |  | Y |
| Mental Effort | Y/N |  |  |  | Y |
| Emotional Effort | Y/N |  | Y |  |  |
| Working in isolation | Y/N |  | Y |  |  |
| Challenging behaviour | Y/N |  | Y |  |  |